



**City of Hermosa Beach**  
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Email: [lcastillo@hermosabch.org](mailto:lcastillo@hermosabch.org)



Received By: CC  
Referred To: CD  
Date Referred: 8-14-17

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Maggie Nixon</u>	Email: <u>mnixon@ordrmail.com</u>
Address:	Phone:
City:	Fax:

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature

Date

### For Departmental Use Only:

#### Action Requested:

☐ Review Only  
☐ Copies Requested

#### Action Taken:

☐ Document Reviewed  
☐ Copies Provided  
☐ Refusal/Reason

By \_\_\_\_\_ Date \_\_\_\_\_  
☐ Non-Existent Document  
☐ Other (Please Explain)

### For City Clerk's Use Only:

Date Requestor Notified \_\_\_\_\_ Notified By: \_\_\_\_\_ Date Picked Up or Mailed \_\_\_\_\_

**Lizanne Castillo**

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**Subject:** FW: Public Records Request – Building Permits  
**Attachments:** Public Records Request-revised 020117.pdf

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**From:** Maggie Nixon [<mailto:mnixon@ordrmail.com>]  
**Sent:** Monday, August 14, 2017 8:22 AM  
**To:** Frances Estrada <[frances@hermosabch.org](mailto:frances@hermosabch.org)>  
**Subject:** Public Records Request – Building Permits

Good morning,

My name is Maggie Nixon with ORDR (Open Records Data Retrieval). I am writing today to submit a request for public records. More specifically, I'm looking for a copy of electronic records (nothing scanned or printed) containing all residential and commercial building and sub/trade (mechanical, electrical, plumbing, HVAC, etc.) permits issued from January 1, 1990—or as far back as electronically available—to present.

The information I am seeking from Hermosa Beach, CA would include, but is not limited to: permit number, issue date, location, permit type, status and a description of the work done as well as contractor details and valuations.

Many times a permit management software system is used to issue and track permits. Often these systems have generic reports such as Permit History Report, Permit Activity Log, Permit Issued Report, etc. that would contain this information. Other times, IT departments are capable of extracting and exporting this information from the database in use. The file types we generally look for are .txt, .csv, .xls, .pdf, etc.

If there are any fees associated with this request for electronic information, please provide a detailed invoice before providing any records. Please let me know if have any questions as well, or if there is someone else I can contact for this information. I thank you in advance for your help and look forward to hearing back at your earliest convenience.

Best,

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Maggie Nixon  
Data Specialist  
**Open Records Data Retrieval**  
[mnixon@ordrmail.com](mailto:mnixon@ordrmail.com)  
(866) 950-6737 X111

